

## **WORKFORCE DEVELOPMENT SPECIALIST IV**

### **DEFINITION**

This is advanced professional and technical work in the administration of workforce development programs in the central office of the Division of Workforce Development.

An employee in this class directs one or more statewide workforce development programs, is responsible for providing technical assistance to workforce development service providers, monitoring their workforce development programs or implementing and evaluating job development and training programs, plans, grants, contracts and subcontracts. Guidance and oversight are provided to one-stop career centers to ensure compliance with agency policy and procedures. Work includes providing necessary technical assistance and resources to local office staff. Supervision may be exercised over subordinate technical and clerical staff. Work is performed under the general supervision of a workforce development supervisor or other administrative superior.

**Any one position may not involve all of the specified duties or knowledges, skills and abilities, nor are the listed examples exhaustive.**

### **EXAMPLES OF WORK**

Provides technical assistance to workforce development service providers.  
 Conducts complex studies of workforce development and training needs; reviews past employment and training plans and achievements; evaluates the extent and quality of services provided by employment and training service providers; and, based on research and evaluations, develops employment and training plans, programs, modifications and grant applications.  
 Compiles reports for workforce development programs regarding progress made in implementing plans and the effectiveness of program administration.  
 Monitors the activities of the workforce development program grantees in order to assure that the terms of the grant/contract are being met and that the job development and training needs of the unemployed are being met.  
 Gives administrative and operational clarification to all phases of an assigned workforce development program.  
 Performs other related work as assigned.

### **EXAMPLES OF KNOWLEDGES, SKILLS AND ABILITIES**

Thorough knowledge of occupations and the qualifications required of workers.  
 Thorough knowledge of current social, economic and industrial problems related to workforce development programs.  
 Thorough knowledge of current local employment conditions and practices in both private and public sectors.  
 Thorough knowledge of principles of organization and management objectives underlying the workforce development system and applicable state and federal laws.  
 Working knowledge of state and local government organization, operation and resources.  
 Ability to establish and maintain cooperative working arrangements with employees, employers, service contractors, and with governmental, civic, labor and other public groups.  
 Ability to interpret and apply complex operating instructions, regulations, procedures, etc.  
 Ability to communicate effectively.  
 Ability to exercise good judgment in appraising situations and making decisions.

## **WORKFORCE DEVELOPMENT SPECIALIST IV (Cont'd)**

**EXPERIENCE AND EDUCATION QUALIFICATIONS** (The following entrance requirements are used to admit or reject applicants for merit system examinations, or may be used to evaluate applicants for employment in positions not requiring selection from merit system registers. When applicable, equivalent substitution will be allowed for deficiencies in experience or education.)

One year of experience as a Workforce Development Specialist III or a Workforce Development Supervisor III.

OR

Three years of experience in the areas described below, of which one year must have included work in economic development, job placement, employment counseling, employer services, training assessment, job development or closely related areas; and graduation from an accredited four-year college or university with specialization in psychology, sociology, social work, labor economics, education, business, personnel or public administration, or closely related areas. (Experience in the areas described below may be substituted on a year-for-year basis for deficiencies in the stated education. Graduate work in psychology, sociology, social work, labor economics, education, business, personnel or public administration, or closely related areas may be substituted on a year-for-year basis for a maximum of one year of the stated general experience.)

### **AREAS OF QUALIFYING EXPERIENCE**

1. Technical or professional work in the fields of social service, education, job placement, community organization or related areas, or in business, personnel or public administration involving responsible public contact.
2. Military experience, at the E-5 level or above, in recruiting or personnel administration involving interviewing, selection, classification, placement or counseling.

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